

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Customer Service Department

[Xerox Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Complaint Regarding Xerox Printer Model [Model Number]

Dear Customer Service,

I am writing to formally complain about my Xerox printer, model [Model Number], which I purchased on [Purchase Date] from [Store/Website]. Unfortunately, I have encountered several issues that have significantly disrupted my printing tasks.

[Describe the specific issues you are experiencing with the printer, including any error messages, malfunctions, and how long these issues have persisted.]

Despite my efforts to resolve these problems by [mention any troubleshooting steps you have taken, such as consulting the user manual or contacting support], the printer remains inoperable. This has caused considerable inconvenience and disruption to my workflow.

I kindly request that you provide a solution to this matter, whether it be a repair service, a replacement, or a refund. I have attached copies of the purchase receipt and any relevant documents for your review.

Thank you for your attention to this matter. I look forward to your prompt response to resolve this issue.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]